THE NEW AND IMPROVED DA FORM 3355!!!!!

WHO DESIGNED IT??

Enlisted Records and Evaluation Center & Information Support Activity

CURRENT

- Semi-automated
- eMILPO data (extract)
- Manual (data not within eMILPO)
- Sections cannot be updated
- Stored data is view only

Issues

- Transition to a fully automated system is predicated on:
  - Single data source
  - Electronic data availability
  - Multiple system interfaces
  - Regulation (process) change

DEPARTMENT OF THE ARMY
Headquarters, 440th Signal Battalion
CMR 431
APO AE 09175

AETV-SBA-S1 21 December 2004

MEMORANDUM FOR Commander, PERSCOM, ATTN: AHRC-MSP (Promotions Branch)
2461 Eisenhower Avenue, Alexandria, VA 22332-0400

SUBJECT: Request for Access to the Automated DA Form 3355

1. Request access to the Automated DA Form 3355 for the below named individual.

2. The following information is provided:

   a. Name [redacted]
   b. Rank
   c. SSN:
   d. Phone Number
   e. Email address:
   f. AKO ID: layola
   g. Secondary User

3. The point of contact for this memorandum is SSG Burnett @ DSN 314-348-6419

EDWIN M. DROSE, JR.
LTC, SC
COMMANDING

If your Human Resources personnel haven't done this….

AKO Login

To use this service, you must have an ARMY Knowledge Online (AKO) account. If you do not have an AKO account, you can click **here** to obtain one.

Please enter your ARMY Knowledge Online (AKO) ID and Password.

ID

Password

Submit Reset

You are not authorized to calculate Promotion Points on this individual.

He/She is not in the ranks of SPC/ CPL/ SGT.

If you feel you have reached this page in error, feel free to contact

HRC Junior Enlisted Promotions Section

SGM Coon at DSN 221-5101 or Commercial (703)325-5101
or
Mr. Calvin Grant at DSN 221-3959 or Commercial (703)325-3959

Thank You

Continue

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U.S. Government Computer System: See our Security and Privacy Notice.
Questions? Comments? Suggestions? Please contact the Webmaster.
This page was last updated 01 August, 2005

Promotion Point Worksheet

Please Enter the Soldiers SSN:

Submit SSN Reset

SSN:
NAME:
DA3355 ID:

INITIAL DA3355

New SSN

Points not located on any database.

Promotion Point Worksheet Additions

SECTION A - RECOMMENDATION

2. Duty Performance Evaluation *(Maximum 150 Points, Award 1-30 Points For Each Category)*

N/A	COMPETENCE: Proficient, Knowledge, Communicates Effectively
N/A	MILITARY BEARING: Role Model, Appearance, Confidence
N/A	LEADERSHIP: Motivates Soldiers, Sets Standards, Mission, Concern
N/A	TRAINING: Individual and Team, Shares Knowledge and Experience, Teaching
N/A	RESPONSIBILITY AND ACCOUNTABILITY: Equipment, Facilities, Safety, Conservation

SECTION B - ADMINISTRATIVE POINTS

1. Achievements *(Maximum 100 Points)*

N/A	GOLD ACHIEVEMENT STAR
N/A	CAMPAIGN SERVICE STAR
N/A	GOLD RECRUITER BADGE
N/A	SAPPHIRE ACHIEVEMENT STAR
N/A	DRILL SGT OF CYCLE
N/A	CERTIFICATE OF ACHIEVEMENT (CMDR/DCMDR (LTC OR HIGHER))
N/A	SOLDIER/NCO QUARTER BDE LVL
N/A	SOLDIER/NCO QUARTER (INSTALLATION / DIVISION)
N/A	SOLDIER/NCO YEAR (MACOM)
N/A	DISTINGUISHED HONOR GRAD (NCOES)
N/A	DISTINGUISHED LEADERSHIP AWARD (NCOES)
N/A	COMMANDANTS' LIST (NCOES)

Initiate New DA 3355 Reset

PROMOTION POINT WORKSHEET

For use of this form, see AR 600-8-19; the proponent agency is DCSPER

1. TYPE
(•) a. Initial
( ) b. Total Reevaluation

2. DATE *(YYYYMMDD)*
20050802

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 5 USC, Section 301.
PRINCIPAL PURPOSE: To determine eligibility for promotion.
ROUTINE USES: Reviewed to determine promotion eligibility and validity of points granted.
DISCLOSURE: The furnishing of fraudulent information may result in denial of promotion.

3. NAME	4. SSN	5. RECOMMENDED GRADE

6. ORGANIZATION	7. PMOS

SECTION A - RECOMMENDATION

1. MILITARY TRAINING (Maximum 100 Points)

a. LATEST APFT DATE (YYYYMMDD)	b. SCORES				c. POINTS AWARDED
	PUSH-UPS	SIT-UPS	RUN	TOTAL	

d. LATEST WEAPONS QUALIFICATION DATE (YYYYMMDD)	e. DA FORM USED	f. TOTAL HITS	g. POINTS AWARDED

h. TOTAL POINTS AWARDED	

2. DUTY PERFORMANCE EVALUATION (Maximum 150 Points Award 1-30 Points For Each Category)

CATEGORY	
a. COMPETENCE: Proficient, Knowledgeable, Communicates Effectively	
b. MILITARY BEARING: Role Model, Appearance, Confidence	
c. LEADERSHIP: Motivates Soldiers, Sets Standards, Mission, Concern	
d. TRAINING: Individual and Team, Shares Knowledge and Experience, Teaching	
e. RESPONSIBILITY AND ACCOUNTABILITY: Equipment, Facilities, Safety, Conservation	
f. TOTAL POINTS AWARDED	

I certify that the above APFT and weapons qualification scores shown have been extracted from appropriate records and the latest valid scores are in accordance with Army Training Regulations and Army Field Manuals.

3. SIGNATURE OF COMMANDER	4. TYPED OR PRINTED NAME AND GRADE @US.ARMY.MIL	DATE *(YYYYMMDD)*

SECTION B - ADMINISTRATIVE POINTS

1. AWARDS, DECORATIONS AND ACHIEVEMENTS (Maximum 100 Points. List all awards individually. Include award number (i.e. 3rd OLC) and the order number.)

TOTAL POINTS AWARDED	

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[Update DA3355 with Additional points] [Back to Main Menu] Print Page

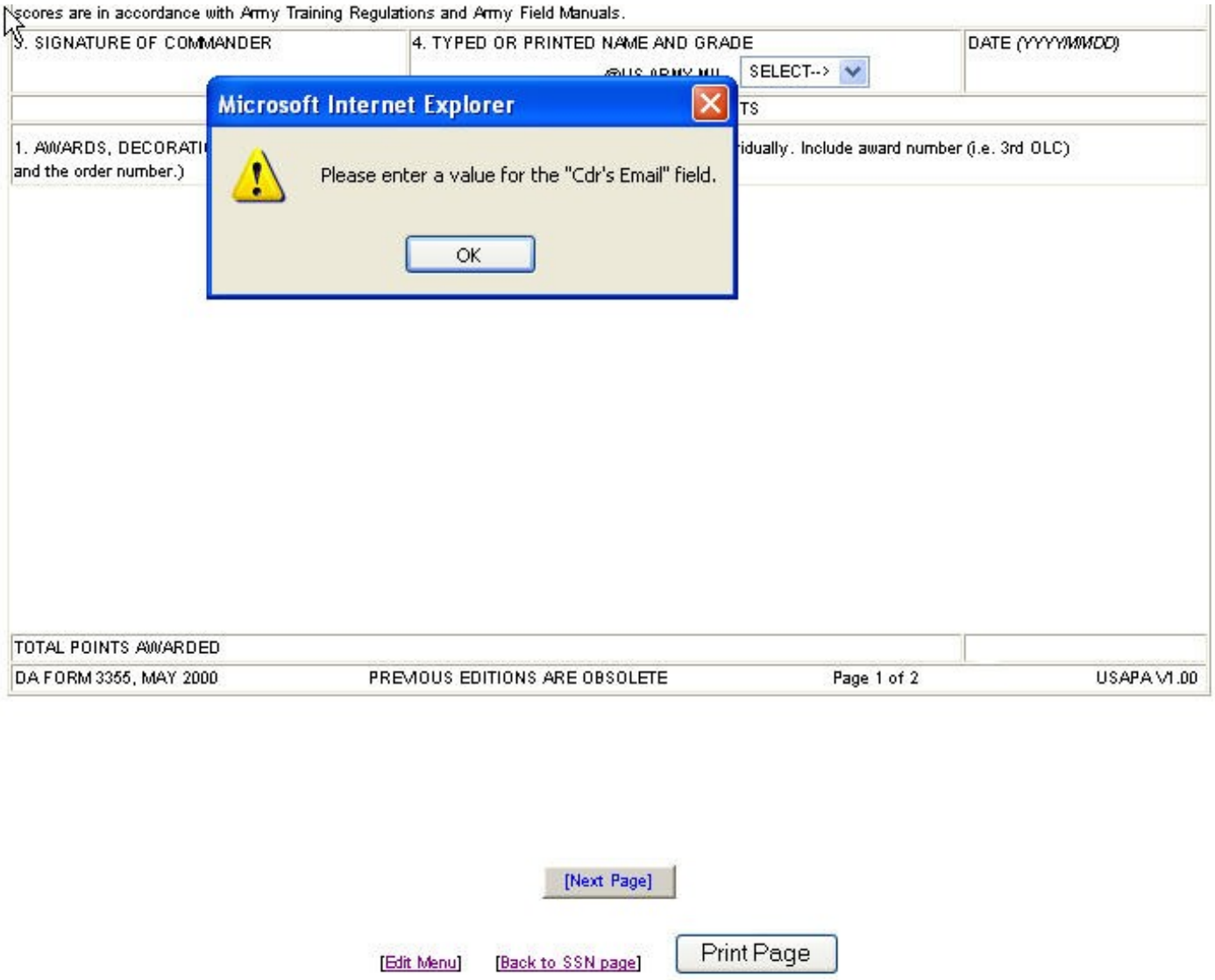
APFT will be listed as the first of the month due to the coding in eMILPO.

APFT will only be awarded points if it is within one year.

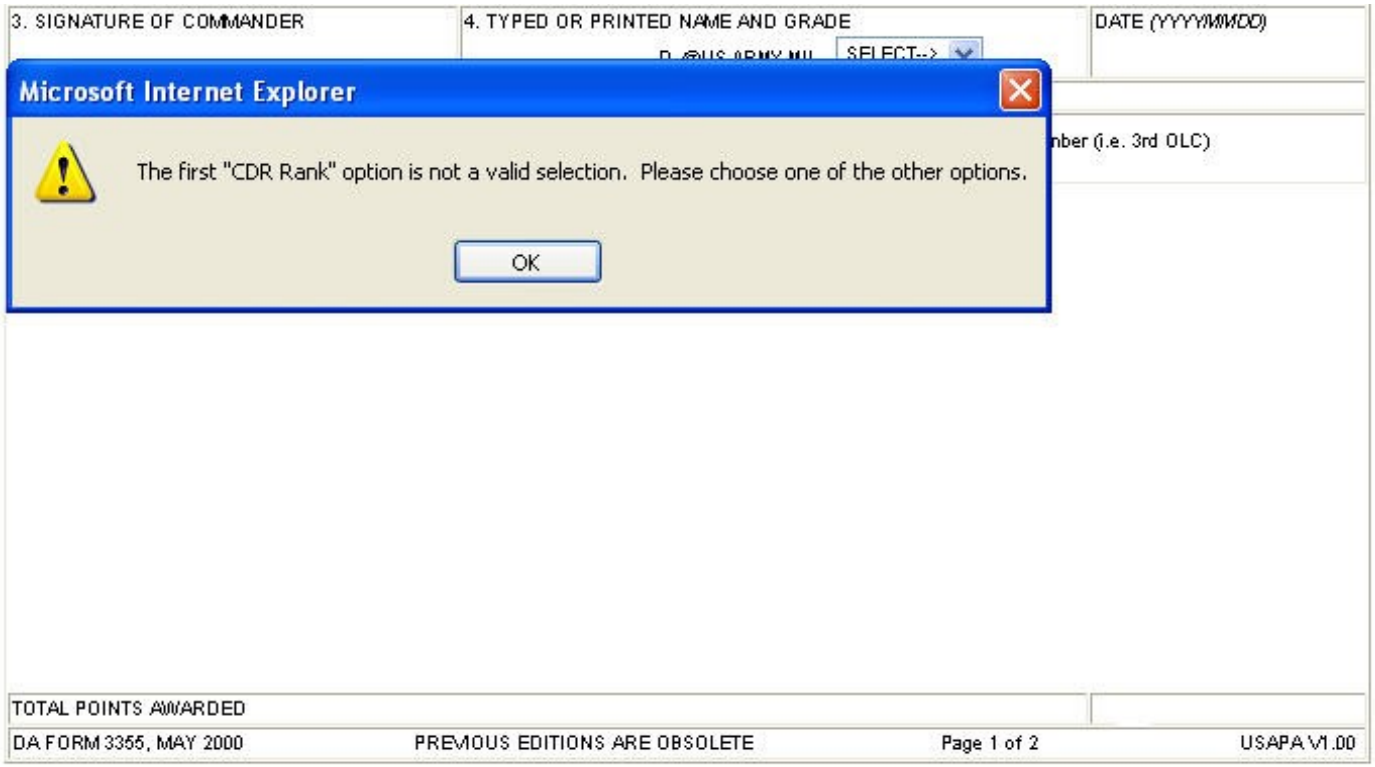
Weapons qualification will only be awarded points if it is within two years.

https://emilpo.ahrs.army.mil

Before the automation will allow you to proceed to the second page, you must ensure that the “Cdr’s Email” is provided And…


scores are in accordance with Army Training Regulations and Army Field Manuals.
3. SIGNATURE OF COMMANDER
4. TYPED OR PRINTED NAME AND GRADE
SELECT-->
DATE (YYYYMMDD)
1. AWARDS, DECORATI
and the order number.)
idually. Include award number (i.e. 3rd OLC)
Microsoft Internet Explorer
Please enter a value for the "Cdr's Email" field.
OK
TOTAL POINTS AWARDED
DA FORM 3355, MAY 2000
PREVIOUS EDITIONS ARE OBSOLETE
Page 1 of 2
USAPA V1.00
[Next Page]
[Edit Menu]
[Back to SSN page]
Print Page

And “CDR Rank” have been supplied…


3. SIGNATURE OF COMMANDER
4. TYPED OR PRINTED NAME AND GRADE
SELECT-->
DATE (YYYYMMDD)
Microsoft Internet Explorer
The first "CDR Rank" option is not a valid selection. Please choose one of the other options.
OK
nber (i.e. 3rd OLC)
TOTAL POINTS AWARDED
DA FORM 3355, MAY 2000
PREVIOUS EDITIONS ARE OBSOLETE
Page 1 of 2
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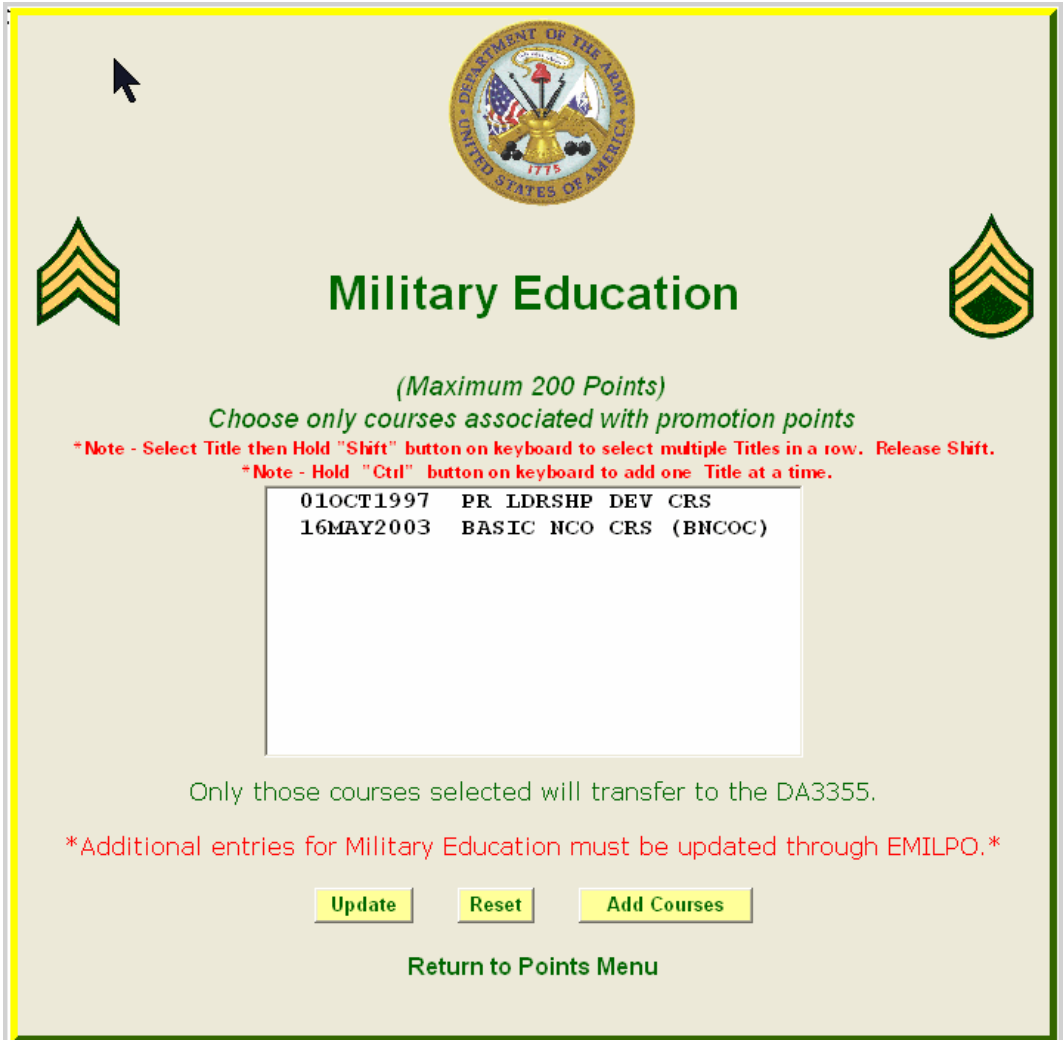
[Edit Menu] [Back to SSN page] Print Page

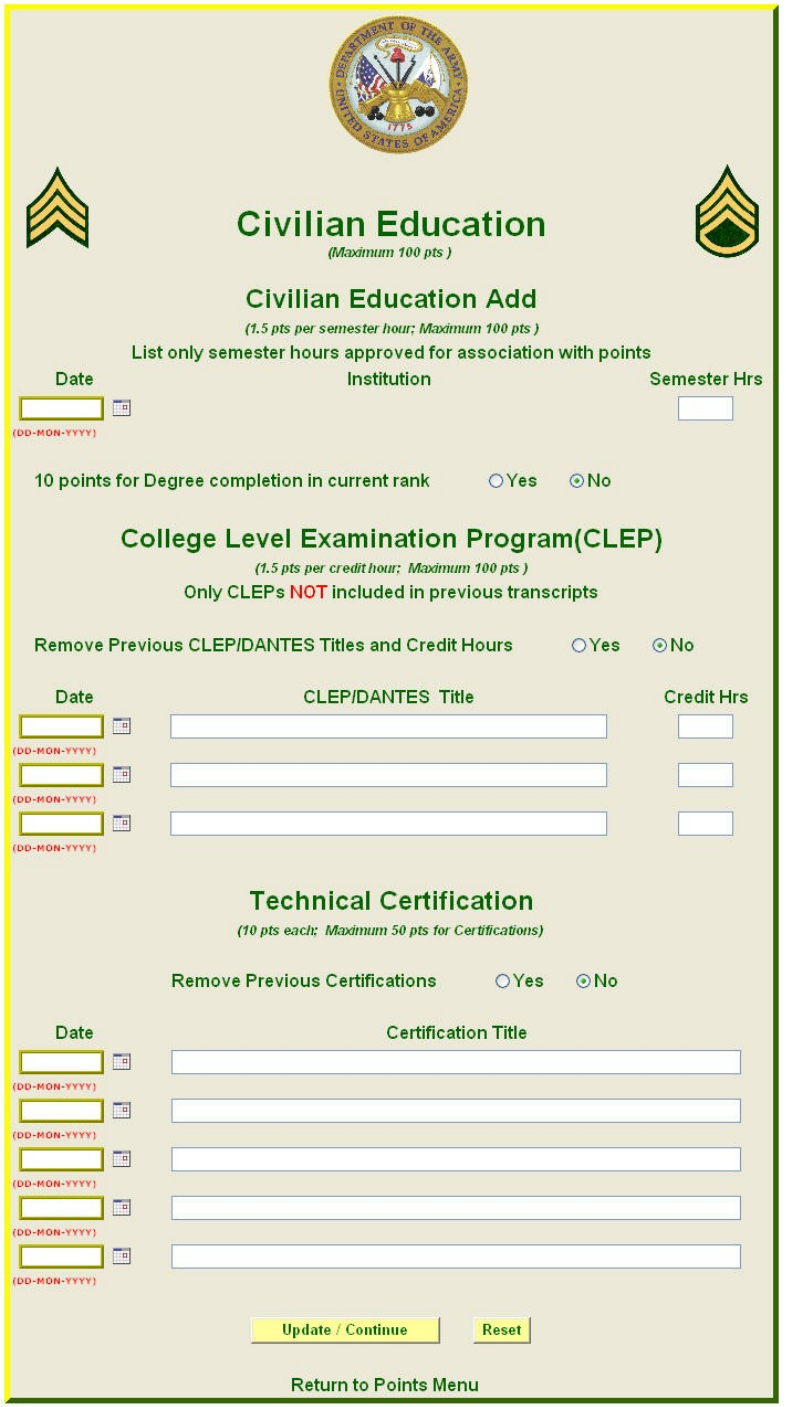
The user will now be prompted to review military education. Note: To award Soldier promotion points, the user MUST select the courses for inclusion. This feature allows the user to not select those courses required for PMOS.


Military Education
(Maximum 200 Points)
Choose only courses associated with promotion points
*Note - Select Title then Hold "Shift" button on keyboard to select multiple Titles in a row. Release Shift.
*Note - Hold "Ctrl" button on keyboard to add one Title at a time.
01OCT1997 PR LDRSHP DEV CRS
16MAY2003 BASIC NCO CRS (BNCOC)
Only those courses selected will transfer to the DA3355.
Additional entries for Military Education must be updated through EMILPO.
Update
Reset
Add Courses
Return to Points Menu

If a course isn't listed in eMILPO, but all requirements are met IAW AR 600-8-19, paragraph 3-48, the will input the information and notify HRC, Enlisted promotions branch. The notification will serve as to update the eMILPO military education table so that future inputs of this type will be allowed thro vice this page of the worksheet. https://emilpo.ahrs.army.mil

Information on Technical Certifications is found at: https://www.hrc.army.mil/site/active/select/TechCert.htm

The user will now add any additional civilian education data. Note: Only input CLEP data if it is NOT a part of a transcript from a college. To update civilian education, the user must go through eMILPO, https://emilpo.ahrs.army.mil



The user will now proceed to the second page of the DA Form 3355. NOTE: If Section C, Block 1c & Block 2; Section D, Blocks 1 & 2 are not completed prior to selecting the "Save to Database", the record will be considered a draft and future views will only be edits. If all of the previous were accomplished, future views of this record would be for a Reevaluation or Promotion Point Adjustment.

NAME	SSN

SECTION B - ADMINISTRATIVE POINTS (Continued)

2. MILITARY EDUCATION *(Maximum 200 Points. List all military education.)*

TOTAL POINTS AWARDED

3. CIVILIAN EDUCATION *(Maximum 100 Points. List all civilian education.)*

TOTAL POINTS AWARDED

I certify that the above administrative points shown have been accurately extracted from appropriate records and that the promotion points indicated are correct.

4. TYPED OR PRINTED NAME OF RESPONSIBLE OFFICIAL	5. DATE *(YYYYMMDD)*	6. SIGNATURE OR RECOMMENDED INDIVIDUAL *(Required)*	7. DATE *(YYYYMMDD)*

SECTION C - TOTALS

Only whole numbers will be used in awarding promotion points for all sections (drop fractions). Only initial and total reevaluations require submission of DA Form 3355. Administrative reevaluations and adjustments are submitted on DA Form 4187 and annotated in the Eval/Adj column.

1. POINTS GRANTED

ITEM	INITIAL 20050803	EVAL/ADJ *(Date)*	EVAL/ADJ *(Date)*	EVAL/ADJ *(Date)*	EVAL/ADJ *(Date)*	EVAL/ADJ *(Date)*
a. TOTAL PERFORMANCE EVALUATION AND MILITARY TRAINING POINTS - SECTION A *(Maximum 250 points)*						
b. TOTAL ADMINISTRATIVE POINTS SECTION B *(Maximum 400 points)*						
c. TOTAL BOARD POINTS *(Maximum 150 points)*						
d. TOTAL PROMOTION POINTS *(Maximum 800 points)*						
2. INITIALS OF RESPONSIBLE PSB OFFICIAL						

SECTION D - CERTIFICATION

I certify that the above total points shown have been accurately extracted from appropriate records and promotion list points indicated are correct.

1. RECOMMENDED BY BOARD	2. ATTAINED MINIMUM POINTS	
○ YES ○ NO	○ YES ○ NO	
3. TYPED OR PRINTED NAME AND SIGNATURE OF BOARD RECORDER @US.ARMY.MIL	4. GRADE	5. DATE *(YYYYMMDD)*

I certify that the soldier has been recommended for promotion by a valid promotion board

6. TYPED OR PRINTED NAME OF PROMOTION AUTHORITY @US.ARMY.MIL	7. SIGNATURE	8. DATE PROCEEDINGS WERE APPROVED *(YYYYMMDD)*

Counseling statement: I have been counseled on my promotion status and deficiencies. (Use only when recommendation is disapproved, when a soldier is not selected by a board, or when a soldier cannot be added to the recommended list due to not attaining the & minimum required points)

9. SIGNATURE OF SOLDIER	10. DATE *(YYYYMMDD)*	11. TYPED OR PRINTED NAME AND SIGNATURE OF COUNSELOR

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[Save to Database]

[Previous Page] [Update DA3355 with Additional points] [Back to SSN] Print Page

SSN:
NAME:
DA3355 ID:

Edit DA3355

New
SSN

SSN:
NAME:
DA3355 ID:

REEVAL DA3355

New SSN

Promotion Point Worksheet

SSN:
NAME:
DA3355 ID:

Points Menu

Duty Performance

Achievements

Military Training Certificates

Military Education

Military Awards

Technical Certification

Promotion Board Results

View & Print DA 3355

Back to SSN

Duty Performance

Duty Performance Evaluation *(Maximum 150 Points, Award 1-30 Points For Each Category)*

N/A	**COMPETENCE:** Proficient, Knowledge, Communicates Effectively
N/A	**MILITARY BEARING:** Role Model, Appearance, Confidence
N/A	**LEADERSHIP:** Motivates Soldiers, Sets Standards, Mission, Concern
N/A	**TRAINING:** Individual and Team, Shares Knowledge and Experience, Teaching
N/A	**RESPONSIBILITY AND ACCOUNTABILITY:** Equipment, Facilities, Safety, Conservation

Update Reset

Return to Points Menu

Achievements

Achievements *(Maximum 100 Points)*

N/A	GOLD ACHIEVEMENT STAR
N/A	CAMPAIGN SERVICE STAR
N/A	GOLD RECRUITER BADGE
N/A	SAPPHIRE ACHIEVEMENT STAR
N/A	DRILL SGT OF CYCLE
N/A	CERTIFICATE OF ACHIEVEMENT (CMDR/DCMDR (LTC OR HIGHER))
N/A	SOLDIER/NCO QUARTER BDE LVL
N/A	SOLDIER/NCO QUARTER (INSTALLATION / DIVISION)
N/A	SOLDIER/NCO YEAR (MACOM)
N/A	DISTINGUISHED HONOR GRAD (NCOES)
N/A	DISTINGUISHED LEADERSHIP AWARD (NCOES)
N/A	COMMANDANTS' LIST (NCOES)

Update Reset

Return to Points Menu

Military Training Certificates

(Maximum 200 Points)

Cert. of Training: DA FORM 87 CRS TITLE

Date		HRS
(DD-MON-YYYY)		
(DD-MON-YYYY)		
(DD-MON-YYYY)		
(DD-MON-YYYY)		
(DD-MON-YYYY)		
(DD-MON-YYYY)		
(DD-MON-YYYY)		
(DD-MON-YYYY)		
(DD-MON-YYYY)		
(DD-MON-YYYY)		

Update / Continue Reset

Return to Points Menu

Military Education

(Maximum 200 Points)

Choose only courses associated with promotion points

***Note - Select Title then Hold "Shift" button on keyboard to select multiple Titles in a row. Release Shift.**

***Note - Hold "Ctrl" button on keyboard to add one Title at a time.**

01OCT1997	PR LDRSHP DEV CRS
16MAY2003	BASIC NCO CRS (BNCOC)

Only those courses selected will transfer to the DA3355.

Additional entries for Military Education must be updated through EMILPO.

Update | Reset | Add Courses

Return to Points Menu

MILITARY AWARDS

(Maximum 100 Points)
Choose only awards you want to add

*Note - Select Award then Hold "Shift" button on keyboard to select multiple Awards in a row. Release Shift.
*Note - Hold "Ctrl" button on keyboard to add one Award at a time.

EFF DT	AWARD
01JUL1960	DRV/MECH
14NOV1995	AAM
05NOV1996	AAM
21JAN1997	ARCOM
22JAN1998	AAM
25MAR1998	AGCM
01JAN1999	ARCOM
01JAN1999	AAM

Only those awards selected will transfer to the DA3355.

*Additional entries for Military Awards
must be updated through EMILPO.*

UPDATE RESET

Return to Points Menu

Civilian Education

(Maximum 100 pts)

Civilian Education Add

(1.5 pts per semester hour; Maximum 100 pts)

List only semester hours approved for association with points

Date	Institution	Semester Hrs
(DD-MON-YYYY)		

10 points for Degree completion in current rank ○ Yes ◉ No

College Level Examination Program(CLEP)

(1.5 pts per credit hour; Maximum 100 pts)

Only CLEPs NOT included in previous transcripts

Remove Previous CLEP/DANTES Titles and Credit Hours ○ Yes ◉ No

Date	CLEP/DANTES Title	Credit Hrs
(DD-MON-YYYY)		
(DD-MON-YYYY)		
(DD-MON-YYYY)		

Technical Certification

(10 pts each; Maximum 50 pts for Certifications)

Remove Previous Certifications ○ Yes ◉ No

Date	Certification Title
(DD-MON-YYYY)	
(DD-MON-YYYY)	
(DD-MON-YYYY)	
(DD-MON-YYYY)	
(DD-MON-YYYY)	

Update / Continue Reset

Return to Points Menu

Board Points

Board Points *(Maximum 150 Points)*

Update Reset

Return to Points Menu

IN SUMMARY…

- FIRST STEP IN THE PROCESS IS TO REQUEST ACCESS TO THE DA FORM 3355.
- SOURCE DOCUMENTATION WILL REMAIN A REQUIREMENT UNTIL A FULLY AUTOMATED SYSTEM HAS BEEN DEVELOPED. NOTE: THIS REQUIREMENT IS ONLY FOR THOSE TYPES OF DATA THAT ARE NOT CONTAINED WITHIN THE ERB.
- TESTING WILL BEGIN ON THE NEW SYSTEM NLT 22 AUG 05.
- PEN AND INK CHANGES ARE AUTHORIZED, BUT ONLY AS EXCEPTIONS.
- NEXT STEP IS A MILPER MESSAGE WITH A USER MANUAL.

QUESTIONS????